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ABSTRACT

This handbook provides descriptions of standard practices in adult education administration as well as the policies, regulations, and statutes guiding the practices. It is a useful resource in day-to-day decision making in program administration or a basic guide for adult education program development. Section 000 provides the general requisites of adult education in regard to separate adult schools; adult classes maintained in conjunction with other schools/centers; administrative regulations; classes for adults in county jails, industrial farms, and road camps; and attendance. Section 100 on program and course approval covers criteria for approval of apportionment courses and course outlines. Section 200 presents the general requirements for adult programs in parenting and elementary and secondary basic skills, English as a second language, citizenship, handicapped program, short-term vocational programs with high employment potential, programs in home economics, health and safety, programs for older adults, federal Adult Basic Education Act, nursing homes and convalescent hospitals, classes for handicapped adults, community service classes, and apprenticeship program. Section 300 on personnel administration provides requirements for teacher employment and leave of absence. Section 400 on budget and adult education finance offers guidelines for adult education income and defines budget, accounting, and other terminology. An index is attached. (YLB)

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CALIFORNIA ADULT EDUCATION HANDBOOK

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CONTENTS

Preface ix
Adult Education Goals x

000 General Requisites of Adult Education

001 Separate Adult Schools
001.1 Establishing a Separate Adult School
001.2 Requirements
001.3 Minimal Time Assignments
001.4 Operations

002 Adult Classes Maintained in Conjunction with Other Schools/Centers
002.1 Establishing
002.2 Requirements
002.3 Time Assignments
002.4 Operations

003 Administrative Regulations
003.1 Hours/Days Classes Conducted
003.2 Definition of Adult
003.3 Concurrently Enrolled Students
003.4 Classes Sponsored by Organizations
003.5 Volunteer Training Programs
003.6 Field Act/Concurrently Enrolled
003.7 Summer Classes for Adults
003.8 Mandated Classes, English
003.9 Mandated Classes, Citizenship
003.9-1 Penalty for Failing to Establish Classes
003.10 Records and Reports
003.11 Admission of Adults and Minors
003.12 Attendance and Enrollment
003.13 Permanent Records
003.14 Retention of Permanent Records
003.15 Teaching Credential, Community Services Classes
003.16 Out-of-District Classes
003.17 Boundaries
003.18 GED Test Eligible
003.19 Contracting with Private Schools
003.20 Contract Approval
003.21 Application for Private School Contract Approval
003.22 Valid Credential
003.23 Designated Subjects Teaching Credential
003.24 Full-Time/Part-Time Teaching Credential
003.25 Forms
003.26 Responsibility for Programs
003.27 Responsibility for High School Diploma
003.28 Apportionment for Approved Courses in Adult Schools
003.29 Facilities Clearly Identified
003.30 School Holidays
003.31 Powers of Governing Board

000 General Requisites of Adult Education (Continued)

003 Administrative Regulations (Continued)
003.32 Preparation of Courses for Adult Schools
003.33 File of Prescribed Courses
003.34 Department of Education Standards as a Basis for Apportionment

004 Classes for Adults in County Jails, County Industrial Farms, and County Road Camps
004.1 Apportionment
004.2 Program Approval
004.3 Claim Form
004.4 Day of Attendance in County Jail Classes
004.5 Classes Established by Counties
004.6 State Aid, Jail Programs
004.7 Diplomas, Certificates

005 Attendance
005.1 Attendance Accounting
005.2 Recorded in Hours
005.3 Determination Not to Include Adults in Computation
005.4 Attendance on Study Trips
005.5 Numerical Entries
005.6 Valid Credential
005.7 Credit for Weekly Attendance
005.8 Attendance, Private Schools
005.9 Regularly Enrolled
005.10 Crediting Attendance: Apprenticeship
005.11 Definition of Adult
005.12 Reporting Average Daily Attendance

100 Program and Course Approval

102 Criteria for Approval of Apportionment Courses
102.1 Course Approval Criteria
102.2 Courses Not Approved for Apportionment
102.3 Program Approval
102.4 Approval for Fee-Supported Classes
102.5 Red Cross First Aid Classes
102.6 Establishing Vocational Classes
102.7 Review of Vocational Classes: Termination
102.8 Nurse Training
102.9 Categories of Approvable Courses

104 Course Outlines
104.1 Goals or Purposes
104.2 Performance Objectives
104.3 Instructional Strategies
104.4 Times of Instruction
104.5 Evaluation
104.6 Repetition
104.7 Course Outlines File

200 Course Purpose and Structure

201 Adult Programs in Parenting
- 201.1 Pre/Post Natal
- 201.2 Parental Roles
- 201.3 Nurturance and Support
- 201.4 Relationships

202 Adult Programs in Elementary and Secondary Basic Skills
- 202.1 Instructional Design
- 202.2 Apportionment
- 202.3 High School Graduation Requirements

203 English as a Second Language
- 203.1 Instructional Design
- 203.2 Instructional Intent

204 Citizenship
- 204.1 Program Design
- 204.2 Program Criteria
- 204.3 Citizenship Course of Study

205 Handicapped Program
- 205.1 Population Definition
- 205.2 Locations of Activities
- 205.3 Instruction for Substantially Handicapped

206 Short-term Vocational Programs with High Employment Potential
- 206.1 Establishment
- 206.2 Instruction Length and Scope

207 Programs in Home Economics
- 207.1 Instruction in Home Economics

208 Health and Safety
- 208.1 Instruction in Health and Safety

209 Programs for Older Adults
- 209.1 Definition
- 209.2 Program Design
- 209.3 Content

210 Federal Adult Basic Education Act
- 210.1 Applicant Agency
- 210.2 Adult
- 210.3 English as a Second Language
- 210.4 Adult Basic Education Classes

211 Nursing Homes and Convalescent Hospitals
- 211.1 Conditions for Approval
- 211.2 Agreement with Nursing Homes and Convalescent Hospitals
- 211.3 Classes in a Nursing Program: Insurance

200 Course Purpose and Structure (Continued)

212 Classes for Handicapped Adults
212.1 Criteria for Approval
212.2 Limited Participation
212.3 Assessment and Evaluation of Students
212.4 Definition of Handicapped Individuals
212.5 Programs by Counties
212.6 Sheltered Workshops
212.7 Set-aside Funds
212.8 Use of Funds
212.9 Waiver

213 Community Service Classes
213.1 Curriculum
213.2 Enrollees
213.3 Scheduling
213.4 Fees
213.5 Certificates
213.6 Announcements
213.7 Apportionment
213.8 Traffic Violator Classes

214 Apprenticeship Program
214.1 Related and Supplemental Instruction
214.2 Local Educational Agency
214.3 Instructors
214.4 Definitions
214.5 Reporting Attendance

300 Personnel Administration

301 Employment of Teachers
301.1 Tenure
301.2 Minimum Service Time for Probationary Status
301.3 Extra Assignments
301.4 Temporary Status

302 Leave of Absence
302.1 Persons Employed Five Days a Week
302.2 Transfer of Accumulated Leave
302.3 Part-time Employees
302.4 Pay for Leave of Absence
302.5 Availability of Leave Time
302.6 Accumulation of Leave Time
302.7 Personal Necessity
302.8 Leave of Absence for Death, Illness, or Accident of Member of Immediate Family

400 Budget and Adult Education Finance

401 Adult Education Income
- 401.1 Federal Funds
- 401.2 Fees
- 401.3 No Charge for Certain Classes
- 401.4 Sale to Pupils of Materials
- 401.5 Calculating a.d.a.
- 401.6 Budget Reserves
- 401.7 Income from Concurrently Enrolled Students
- 401.8 Charges for Books in Adult Classes
- 401.9 Joint Programs: ROC/P and Adult Education
- 401.10 Transfer of Special or Restricted Fund Monies
- 401.11 Adult Education Expenditure
- 401.12 Block Entitlement (6%)

402 Budget, Accounting, and Other Terminology Defined

- 402.1 Abatement
- 402.2 Apportionment
- 402.3 Assessed Valuation
- 402.4 Average Daily Attendance (a.d.a.)
- 402.5 Adult Education Fund
- 402.6 Computational Tax
- 402.7 Direct Cost Prorations
- 402.8 Direct Costs
- 402.9 Direct Support Charges
- 402.10 District Aid
- 402.11 Indirect Support Charges
- 402.12 J-41
- 402.13 Program
- 402.14 Program Accounting
- 402.15 Program Costs
- 402.16 Revenue Limit
- 402.17 Secured Tax Required
- 402.18 Tuition
- 402.19 CAP
- 402.20 I-20

PREFACE

The Handbook on Adult Education in California is revised periodically and distributed for use in adult education programs in California. The handbook is a comprehensive document that provides descriptions of standard practices in adult education administration as well as the policies, regulations, and statutes guiding the practices. It is a useful resource in day-to-day decision making as a program is administered. Persons planning to begin an adult education program will also find the book useful as a basic guide. To conserve space, we have occasionally abbreviated or paraphrased entries. Reference to the full text in the Education Code or to the California Administrative Code, Title 5, Education, may be necessary to appreciate an entry's full contextual sense.

This edition reflects changes caused by deletions, additions, and modifications affecting sections in the California Administrative Code, Title 5, Education, and Education Code related to adult education programs. Other changes have been made in the groupings of subject matter. The three-hole punch format has been preserved. When a revision is considered necessary, the revised pages will be mailed to the field, together with instructions on inserting the pages into a loose-leaf handbook and discarding obsolete pages.

As the handbook is used in the field, suggestions for revisions will come to mind. We hope that you will forward your suggestions to Adult Education Program Services in Sacramento.

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ADULT EDUCATION GOALS

The foundation for the high quality and effective adult education programs in the State of California rests on the following goals:

1. To provide educational experiences for adults in need of basic academic skills at both elementary and secondary levels

2. To enable individuals to be employable, upgrade current job skills, and train or retrain for new occupations

3. To help individuals understand the development and functioning of our governmental institutions, including the rights and responsibilities of citizenship

4. To enable non-English-speaking and limited-English-speaking persons to learn English language skills through listening, speaking, reading, and writing to help them adapt to life in California

5. To provide the increasing number of older adults the opportunity for personal growth and development, community involvement, and the learning of self-maintenance skills

6. To provide handicapped and disadvantaged adults the opportunity to maximize their potential in social, educational, and occupational areas

7. To enable adults to enhance their quality of life through health and safety education programs in which their physical, mental, and emotional well-being is emphasized

8. To provide programs in home economics that help adults improve their ability to manage the economic aspects of their lives

9. To provide educational programs that help adults be better parents and improve the quality of their lives

10. To play a dynamic role in providing community service classes that encourage adults to explore their interests

11. To provide counseling and guidance services for adults so they may plan and select those educational experiences that will effectively help them to achieve their goals

12. To provide the opportunity for high-risk youth to make up deficiencies, gain job training, and complete high school graduation requirements

REV. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: SEPARATE ADULT SCHOOLS 001

SUMMARY

Separate adult schools maintained by unified or high school districts are subject to the requirements outlined in this section.

001.1 ESTABLISHING A SEPARATE ADULT SCHOOL--A separately identified adult school is established within the structure of a unified or high school system by a resolution of the local governing board of the district which appoints to the school a properly credentialed administrator authorized to serve as a principal of a secondary school. (EC §§52503, 52501, 52502, CAC 10560)

001.2 REQUIREMENTS--Actions taken to organize a separate adult school:

001.2-1 Programs that generated 100 units of a.d.a. or more in the preceding school year necessitate the establishment of a separate adult school. (EC §52502)

001.2-2 All classes for adults offered for apportionment have the approval of the State Department of Education. (EC §52515)

001.3 MINIMAL TIME ASSIGNMENTS--Assignments of properly credentialed personnel exclusively for administration, supervision, and guidance services:

a.d.a.	
100-199	1/2 full-time
200-299	1 full-time with no other assignments
300-399	1-1/4 full-time
400-599	1-1/2 full-time
600-799	2 full-time with no other assignments
800-999	2-1/2 full-time
1,000-1,199	3 full-time with no other assignments
1,200-1,399	3-1/2 full-time
1,400-1,599	4 full-time with no other assignments

(CAC §10560c)

001.4 OPERATIONS--

001.4-1 A minimum of 128 teaching days in any one school year. (EC §52506)

001.4-2 Classes conducted for at least two hours per day, four days per week. (EC §52506)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ADULT CLASSES MAINTAINED IN CONJUNCTION WITH OTHER SCHOOLS/CENTERS 002

SUMMARY

Classes for adults may be maintained in conjunction with day or evening high schools, day or evening community colleges, day or evening adult schools, or day or evening regional occupational centers. (EC §52512)

002.1 ESTABLISHING--A program of classes for adults is established by a resolution of the local governing board. (EC §52501)

002.2 REQUIREMENTS--

002.2-1 The governing board of the school district makes assignments of properly credentialed personnel for administration, supervision, evaluation, curriculum, and guidance in the program. (CAC §10560a)

002.2-2 All classes for adults offered for apportionment have the approval by the State Department of Education. (EC §52515)

002.3 TIME ASSIGNMENTS--Assignments of time for administration, supervision, and guidance services amount to a minimum of one day per year for each unit of a.d.a. generated by adults in classes during the preceding fiscal year. (CAC §10560b)

002.4 OPERATIONS--

002.4-1 The program need not meet 128 teaching days minimum required of separate adult schools. (EC §52506)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ADMINISTRATIVE REGULATIONS 003

SUMMARY

Adult schools provide instruction to meet the diverse needs of students and the community members through programs designed primarily for adults.

003.1 HOURS/DAYS CLASSES CONDUCTED--Classes for adults may be conducted any day or evening, including Saturday and Sunday, and for such length of time during the school year as determined by the governing authority. Classes may not be held, however, during certain holidays as specified in Education Code. (EC §§52505, 52513, 37220)

003.2 DEFINITION OF ADULT--"Adult," for purposes of this section, means a person 18 years of age or older or a person who is not concurrently enrolled in a regular high school program. However, persons 18 years of age or older who are concurrently enrolled in a regular high school program are not adults for purposes of this section. Adults enrolled in any classes maintained by high school or unified school districts or county superintendents of schools pursuant to Sections 52300 through 52330, 8530, 8531, 8532, and 8533 shall be reported separately, and the adult foundation program shall be used in computing district apportionments. (EC §52610)

003.3 CONCURRENTLY ENROLLED STUDENTS--To be concurrently enrolled, a student must be enrolled and attending a regular high school, ROP/C or a nonpublic high school for 240 minutes per day, or opportunity class assignment for 180 minutes per day, or continuation school for the minimum of 15 hours a week requirement unless exempt by EC §48410(f). High school students enrolled in adult programs during summer school time will be considered concurrently enrolled if they have not graduated, even if they are not enrolled in a regular high school summer program. Preschool students and minors who are chronologically of an age commensurate with kindergarten through grade six are not counted for purposes of state apportionment. (EC §§52610, 48200, 48402, 48410(f); SBA #5, p. 39)

003.4 CLASSES SPONSORED BY ORGANIZATIONS--Such classes must meet certain conditions for approval: (1) they are open to the public; (2) they require no special fees to the organization; (3) they have no prerequisites for class membership other than those necessary to meet the educational objectives of the class; (4) the curriculum content of the courses is directed toward the needs of adults in the community, not toward arbitrary outside agency or organization requirements. (EC §52517)

003.5 VOLUNTEER TRAINING PROGRAMS--Such courses are subject to all of the operational requirements and administrative regulations and policies which apply to adult education classes generally. A laboratory phase based upon a ratio not to exceed one hour of laboratory instruction for one hour of in-class instruction may be included for apportionment upon submission of an acceptable course content outline. (Adult Education Information Bulletin #78-2)

003.6 FIELD ACT/CONCURRENTLY ENROLLED--Concurrently enrolled students are not prohibited from attending adult educational classes in facilities which do not meet Field Act requirements. (Gallery, July 29, 1978)

003.7 SUMMER CLASSES FOR ADULTS--Classes for adults operated continuously or maintained during the summer are not reported separately as summer school classes. (SBA #5, p. 38)

003.8 MANDATED CLASSES, ENGLISH--Upon application of 20 or more persons above the age of 18 years residing in a high school district who cannot speak, read, or write the English language to a degree of proficiency equal to that of the eighth grade of the elementary schools, the governing board of the high school district is required to establish classes in English. The classes are to be held at least twice a week for a two-hour period. If the enrollment in any class falls to ten or fewer for a month, the class may be discontinued for that year. (EC §§52540, 52543, 52544)

003.9 MANDATED CLASSES, CITIZENSHIP--Upon application of 25 or more persons desiring training for citizenship and residing in a high school district, the governing board shall establish special classes in training for citizenship. Upon demand, the board may establish the classes with a lesser number of applicants. The classes are to be held at least twice a week for three months. At the close of this period, if the enrollment in any class has fallen to ten or less for the month, the class may be discontinued for that year. (EC §§52552, 52555, 52556)

003.9-1 PENALTY FOR SCHOOL DISTRICT FAILING TO ESTABLISH CLASSES--Upon satisfactory evidence that any school district required to do so has failed to establish and maintain classes in training for citizenship, the Superintendent of Public Instruction and county superintendent of schools may withhold 5 percent of state and county apportionments until the district has complied with the provisions of this article. (EC §52554)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ADMINISTRATIVE REGULATIONS 003

003.10 RECORDS AND REPORTS--The program administrators, counselors and teachers of each school district maintaining adult schools and classes for adults shall keep such records and shall make such reports relating to such schools and classes as may be required by the Adult Field Services Section and be subject to inspection. (CAC §10508)

003.11 ADMISSION OF ADULTS AND MINORS--Adult schools and evening high schools shall be open for the admission of adults and such minors as in the judgement of the governing board may be qualified for admission thereto. (EC §48040)

003.12 ATTENDANCE AND ENROLLMENT--Each program area as mandated by Education Code Section 41976 shall be designed for and attended primarily by adults. (CAC §10524)

003.13 PERMANENT RECORDS--A permanent record file is kept for each student enrolled in subjects being taken for credit. (CAC §§437, 16022, 16023)

003.14 RETENTION OF PERMANENT RECORDS--The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1--Permanent record and shall be retained indefinitely, unless microfilmed in accordance with Section 16022(c) of the CAC, Title 5 (CAC §16023)

003.15 TEACHING CREDENTIAL, COMMUNITY SERVICES CLASSES--For service as a teacher in community service classes, a school district may employ only a person who holds a valid state teaching credential authorizing him or her to teach in classes organized primarily for adults. (Memo: Wolfertz, December 27, 1979)

003.16 OUT-OF-DISTRICT CLASSES--Whenever the governing board of a school district maintaining an adult school or classes for adults is unable to maintain the school or classes in the district because of its inability to secure a teacher or teachers, or because of lack of facilities, the board may, with the approval of the county superintendent of schools and the Superintendent of Public Instruction, maintain the school or classes or contract for instruction of the students in such school or classes with the governing board of another district. (EC §52511)

003.17 BOUNDARIES--All classes for adults are offered within the boundaries of the school district. (EC §52511)

Exceptions:

a. Classes in nursing education or related programs in the healing arts may be held in hospitals within or without the district. (EC §52530)

b. Classes for handicapped adults may be held in facilities of an adjacent district under contractual arrangements specified in Education Code Section 52572.

c. If appropriate facilities or teachers are not available within the district, with the permission of the County Superintendent of Schools and the State Department of Education. (EC §52511)

003.18 GED TEST ELIGIBLE--An applicant must not possess a high school diploma, be within 60 days of turning 18, or be within 60 days of graduation had the student stayed in school and followed the usual course of study.

A 17-year-old applicant not falling into one of the above categories may take the GED test upon meeting both the following requirements: (1) verification that the applicant has been out of school for 60 days; and (2) a written request from the military, a post-secondary educational institution, or a prospective employer. (HANDBOOK FOR GED EXAMINERS)

003.19 CONTRACTING WITH PRIVATE SCHOOLS--Any school district or districts may contract with a private post-secondary school approved pursuant to the provisions of Chapter 3 (commencing with Section 94300) of Part 59 and which has been in operation not less than two full calendar years prior to the effective date of such contract to provide vocational skill training authorized by this code (EC §8092).

003.20 CONTRACT APPROVAL--All contracts with private schools are to be approved by the Department of Education or Chancellor of the California Community Colleges as appropriate pursuant to rules and regulations adopted by the State Board of Education or the board of governors of the California Community Colleges as appropriate. (EC §8092, CAC §§11542, 115424)

003.21 APPLICATION FOR PRIVATE SCHOOL CONTRACT APPROVAL--Form VE-50 will be used for secondary districts programs, regional occupational centers/programs, and adult school programs. (Memo: Barrett, Del Buono, June 15, 1979)

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SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ADMINISTRATIVE REGULATIONS 003

003.22 VALID CREDENTIAL--In computing the average daily attendance of a school district, there shall be included only the attendance of pupils while engaged in educational activities required of such pupils and under the immediate supervision and control of an employee of the district who possesses a valid certification document, registered as required by law, authorizing him to render service in the capacity and during the period in which he served. (EC §46300(a))

003.23 DESIGNATED SUBJECTS TEACHING CREDENTIAL--The minimum requirements shall be adequate, successful, and recent experience in the technical skill, trade, or vocation named on the credential with a minimum equivalent to five years experience; a program of personalized in-service training to provide preparation as approved by the commission; and possession of a high school diploma or the passage of an equivalency examination as designated by the commission. (EC §44260, CAC §§80034 thru 80040)

003.24 FULL-TIME/PART-TIME TEACHING CREDENTIAL--Sections 80035 and 80035.1 of the California Administrative Code, Title 5, include requirements for and the authorization of these credentials for adult school assignments.

003.25 FORMS--Forms required by the State Department of Education, Adult Education Section:

003.25-1 *Form A-22 Revised--"Adult Education Program Approval Request" is an annual report used to list titles of all adult classes for which apportionment will be claimed for the school year, evidence of public participation in program development, and governing board action.

003.25-2 *California Basic Educational Data System (CBEDS) County/District Information Form due in October alone pertains to adult education data and replaces Form A-41.

003.25-3 *Form A-42--"Updated Information for the Adult Education Directory" replaces the Adult Education Certificate of Operational Compliance Form A-40. This form is to be returned to the adult education section by October 1.

003.25-4 *Form J-19A--"Final report of Adult Education Average Daily Attendance" is used to report annual attendance in approved classes for adults.

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SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ADMINISTRATIVE REGULATIONS 003

003.26 RESPONSIBILITY FOR PROGRAMS--Adult basic education is the responsibility of high school and unified school districts except in those instances where by mutual agreement the responsibility is assigned to a community college district. (EC §8530)

003.27 RESPONSIBILITY FOR HIGH SCHOOL DIPLOMA--The high school diploma program is the responsibility of the high school and unified school districts, but courses leading to a high school diploma may be offered by a community college district pursuant to a mutual agreement. (EC §8531)

003.28 APPORTIONMENT FOR APPROVED COURSES IN ADULT SCHOOLS--No state funds shall be apportioned to any districts on account of the attendance of students enrolled in adult schools unless the courses have been approved by the Department of Education. (EC §52515)

003.29 FACILITIES CLEARLY IDENTIFIED--An appropriate sign is posted in a publicly visible location identifying the location as a classroom site of the adult school, or listing the location in a public announcement, documents, or brochures. (CAC §10501(a))

Exception: Classes for handicapped adults offered under the provisions of Education Code Section 52570. (EC §52517)

003.30 SCHOOL HOLIDAYS--Except as otherwise provided, the public schools shall continue in session or close on specified holidays as follows:

(a) The public schools shall close on January 15th known as "Dr. Martin Luther King, Jr. Day," February 12th known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," July 4th, the first Monday in September known as "Labor Day", November 11th known as "Veterans Day," that Thursday in November proclaimed by the President as "Thanksgiving Day," and December 25th. <u>However, the governing board of a school district may elect to celebrate Veterans Day on the Friday or Monday of the week in which November 11th occurs</u>. (EC §37220(a))

003.31 POWERS OF GOVERNING BOARD--The governing board of any school district maintaining secondary schools shall have the power with the approval of the Department of Education to establish and maintain classes for adults, except program and classes in outdoor science education and conservation education as the term is employed in Section 8760, for the purpose of providing instruction in civic, vocational, literacy, health, homemaking, technical, and general education. (EC §52501)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ADMINISTRATIVE REGULATIONS 003

003.32 PREPARATION OF COURSES FOR ADULT SCHOOLS--A course of study for each adult school shall be prepared under the direction of the governing board of the district maintaining the adult school and shall be subject to approval of the Department of Education. (EC §51056)

003.33 FILE OF PRESCRIBED COURSES--The governing board of every school district shall prepare and shall keep on file for public inspection the courses of study prescribed for the schools under its jurisdiction. (EC §51040)

003.34 DEPARTMENT OF EDUCATION STANDARDS AS A BASIS FOR APPORTIONMENT--The Department of Education shall establish standards, including standards of attendance, curriculum, administration, and guidance and counseling service for such classes as a basis for the several apportionment of state funds provided herein for the support of such classes. The Superintendent of Public Instruction shall prepare and distribute by April 1, 1977, and thereafter maintain, a detailed handbook for use by the local educational agencies and regional councils established pursuant to Section 8020. The handbook shall contain course approval criteria, implementation plans for administrative regulations, and procedures for securing course and program approvals. (EC §52506)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: CLASSES FOR ADULTS IN COUNTY JAILS, COUNTY INDUSTRIAL FARMS, AND COUNTY ROAD CAMPS 004

SUMMARY

These classes may be established by agreement with the board of supervisors and a school district or by the county superintendent of schools at the direction of the board of supervisors. The governing board of the school district and the county board of supervisors enter into a written agreement that establishes the responsibility of the school district for maintaining the educational program for adult education classes for prisoners. The agreement specifies the total amount of money to be paid to the school district to meet the district's current expenses of instruction that are not reimbursed by state apportionments. (EC $1908(b))

004.1 APPORTIONMENT--Classes in state correctional institutions, city jails, and federal penal institutions shall not be held as adult education classes for apportionment purposes. School districts conducting such classes must arrange for reimbursement by contract with the institution for which the classes are conducted. (EC $$41714, 41841.5, 46191)

004.2 PROGRAM APPROVAL--Same standards and procedures described in Section 102 and items 102.3 and 003.25-1 of this handbook.

004.3 CLAIM FORM--Claims for reimbursement for these programs are made on Form J-152. (Adult Education Information Bulletin #78-5)

004.4 DAY OF ATTENDANCE IN COUNTY JAIL CLASSES--In classes for adults maintained in any county jail, or any county industrial farm, or county or joint county road camp, a day of attendance is 180 minutes of attendance; but no pupil in such a class shall be credited with more than one day of attendance in any calendar day, nor with more than 15 clock hours of attendance during any one school week. (EC $46191)

004.5 CLASSES ESTABLISHED BY COUNTIES--The county superintendent of schools, with the approval of the county board of education and the board of supervisors, shall have power to establish and maintain classes or schools for prisoners in any county jail, county honor farm, or any purpose of providing instruction in civic, vocational, literacy, health, homemaking, technical, and general education. (EC $1900)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: CLASSES FOR ADULTS IN COUNTY JAILS, COUNTY INDUSTRIAL FARMS, AND COUNTY ROAD CAMPS 004

004.6 STATE AID, JAIL PROGRAMS--The Superintendent of Public Instruction shall allow to each school district maintaining secondary schools an amount equal to the actual current expense of the district of maintaining adult education classes for prisoners in any county jail, or any county industrial farm or county or joint county road camp for the current fiscal year. The amount so allowed to a district for each unit of average daily attendance in such classes shall in no event exceed the statewide average revenue limit for adults multiplied by 0.8. Each school district shall receive advanced apportionments as authorized by Sections 41330 and 41335 on the basis of cost data report of the district for the preceding fiscal year and each district shall file a preliminary cost data report based upon estimated current expenses. (EC §41841.5)

004.7 DIPLOMAS, CERTIFICATES--The county board of education shall have the authority to award diplomas or certificates to prisoners enrolled in any classes or schools in any county jail, county honor farm, or any county industrial farm or county or joint county road camp upon successful completion of a prescribed course of study. (EC §1901)

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ATTENDANCE 005

SUMMARY

Program areas mandated by EC 41976 are designed for and attended primarily by adults. (CAC 10524)

005.1 ATTENDANCE ACCOUNTING--Computation of average daily attendance (a.d.a.) is based upon a positive attendance accounting system; that is, attendance hours may be counted only for actual student time in class. Attendance may not be counted for students who are absent because of illness. (School Business Administration Pub #5, p. 38, CAC 404,406(b))

005.2 RECORDED IN HOURS--Each pupil's attendance in approved classes for adults shall be recorded in hours, and no absence less than a full clock hour shall be charged. Absence due to illness or other reasons stated in Education Code Section 10953 may not be credited for apportionment purposes. (SBA #5, p. 38, CAC 404, 406(b))

005.3 DETERMINATION NOT TO INCLUDE ADULTS IN COMPUTATION: ANNUAL NUMBER ENROLLED--The governing board of any school district may determine not to include the attendance of any person or persons enrolled in classes for adults in the district's computation of its revenue limit and state apportionments. The district shall submit annually to the Superintendent of Public Instruction a report indicating the number of pupils in such category for the preceding fiscal year. (EC §46352; Attendance and Enrollment Accounting in California Public Schools, p. 38)

005.4 ATTENDANCE ON STUDY TRIPS--Such attendance may not exceed the number of hours and fractions of hours that have been regulary scheduled and approved by the Department of Education for the class. (EC §52506)

005.5 NUMERICAL ENTRIES--No symbols or equivalent markings are used in attendance records other than the actual numerical entry of hours and fractions of hours. (CAC 406(b))

005.6 VALID CREDENTIAL--In computing the average daily attendance of a school district, there shall be included only the attendance of pupils while engaged in educational activities required of such pupils and under the immediate supervision and control of any employee of the district who possesses a valid certification document, registered as required by law authorizing him to render service in the capacity and during the period in which he served. (EC §46300(a))

Rev. APRIL 1986

SECTION: GENERAL REQUISITES OF ADULT EDUCATION 000

SUBJECT: ATTENDANCE 005

005.7 CREDIT FOR WEEKLY ATTENDANCE--No student is credited with more than 15 clock hours of attendance per week except when enrolled in one of the following classes: elementary subjects, high school subjects for which credit is given, English for foreigners, citizenship or trade or industrial subject as defined by the State Board of Education for grades seven to twelve inclusive. (EC §46190)

005.8 ATTENDANCE, PRIVATE SCHOOLS--The attendance of such students enrolled in a private school pursuant to a contract authorized by this section shall be credited to the public school entity for the purposes of apportionments from the State School Fund. (EC §8092(3))

005.9 REGULARLY ENROLLED--The attendance of only those persons regularly enrolled in a class shall be counted. A person is regulary enrolled in a class only when his enrollment has been entered on forms which meet the requirements of Adult Education Program Services. Sign-up sheets used at a class session for attendance-keeping purposes shall not be considered sufficient evidence to constitute regular enrollment. (EC §52506)

005.10 CREDITING ATTENDANCE: APPRENTICESHIP--Attendance in apprenticeship classes is reimbursed to the school at an hourly rate independent of the schools revenue limit. (EC §8152)

005.11 DEFINITION OF ADULT--For purpose of attendance, adult means a person 16 years of age or older (Also see 003.2) (CAC §10501(b))

005.12 REPORTING AVERAGE DAILY ATTENDANCE--The governing board of each school district shall report to the Superintendent of Public Instruction during each fiscal year the average daily attendance of the district for all full school months during (1) the period between July 1st and December 31st, inclusive, to be known as the "first period" report for the first principal apportionment, and (2) the period between July 1st and April 15th, inclusive, to be known as the "second period" report for the second principal apportionment. (EC §41601)

Rev. APRIL 1986

SECTION: PROGRAM AND COURSE APPROVAL 100

SUBJECT: CRITERIA FOR APPROVAL OF APPORTIONMENT COURSES 102

SUMMARY

All classes for apportionment for adults should have an educational purpose and the class period should be devoted to instruction. The State Department of Education in the final analysis is the determinant as to whether a course has an education purpose. (EC §52506)

102.1 COURSE APPROVAL CRITERIA--

102.1-1 Classes are located in facilities clearly identified in such a manner, and established by appropriate procedures, to ensure that attendance in such classes is open to the general public, except those authorized pursuant to Section 52570 and those in state hospitals. (EC §52517)

102.1-2 Exceptions to "open to public" (EC §§52517, 52570, Memo: Del Buono, August 23, 1977, Labor Code §3074.5)

Apprenticeship training classes

Classes designated and established to service the educational needs of handicapped adults

Classes in state hospitals

Classes in jails and prisons

102.1-3 The period of class time must be devoted to instruction. (EC §52506)

102.1-4 The content of the course needs to be educational and to be intended to teach a skill or knowledge unrelated to repetitive practices. (EC §52506)

102.1-5 The title of the course should clearly indicate the educational nature of the offering. (EC §52506)

Rev. APRIL 1986

SECTION: PROGRAM AND COURSE APPROVAL 100

SUBJECT: CRITERIA FOR APPROVAL OF APPORTIONMENT COURSES 102

102.2 COURSES NOT APPROVED FOR APPORTIONMENT

102.2-1 Courses in recreational physical education and dancing are not eligible for state school funds. Recreational physical education is defined as that phase of the activity program organized as recreational outlet and includes all classes organized primarily for participation in sports and games. (EC §52518)

102.2-2 Courses that are organized for therapeutic purposes will not be approved for state apportionment. (EC §52506)

102.2-3 Courses that are organized primarily for indoctrinational purposes will not be approved for state apportionment. (EC §52506)

102.2-4 No high school or unified school district shall report for states apportionments average daily attendance in classes: (1) if the district receives full compensation for such class from any public or private agency, individual or group of individuals, except fees authorized by Section 52612; or (2) if such classes are not located in facilities clearly identified in such a manner, and established by appropriate procedures, to ensure that attendance in such classes is open to the general public, except those authorized pursuant to Section 52570 and those in state hospitals. (EC §52517)

102.2-5 Work experience education is not approvable for inclusion in adult schools for apportionment purposes. Work experience education is defined as "the employment of pupils in part-time jobs selected or approved as having educational value for the students employed therein and coordinated by school employees" and includes all activities related to the process of production resulting in any products for sale or distribution by a facility. (Memo: Wolfertz, June 21, 1976, Adult Education Information Bulletin, 1979, N. 1)

102.3 PROGRAM APPROVAL--Submit to Adult Education Program Services Section for approval: a list of titles appropriately categorized by apportionment areas, all apportionable classes approved by the local governing board anticipated for the impending school year, a brief description of the district's procedure which allowed for public participation in the adult program's development and/or approval, and evidence of governing action, approving the anticipated offerings. (EC §§35145, 52519)

Rev. APRIL 1986

SECTION: PROGRAM AND COURSE APPROVAL 100

SUBJECT: CRITERIA FOR APPROVAL OF APPORTIONMENT COURSES 102

102.4 APPROVAL FOR FEE-SUPPORTED CLASSES--When direct costs of a class are paid for by student-paid fees, approval of such class by the State Department of Education is not required.

102.5 RED CROSS FIRST AID CLASSES--Such classes are to be limited to those situations in which the director of the local Red Cross unit has specifically requested the adult school to provide such instruction as the Red Cross unit is unable to provide. Other short-unit courses in first aid which may be offered by the adult school shall conform to standards for course approval.

102.6 ESTABLISHING VOCATIONAL CLASSES--The governing board of any high school district or unified school district shall, prior to establishing a vocational or occupational training program, conduct a job market study of the standard metropolitan statistical area in which it proposes to establish the program in cooperation with concerned agencies and business representatives to determine the anticipated employment demand for trainees and to ensure that unnecessary duplication of effort with other agencies does not result from the proposed training. (EC §52519)

102.7 REVIEW OF VOCATIONAL CLASSES: TERMINATION

a. Every vocational or occupational training program for adults that commenced following August 22, 1979 and offered by any high school district or unified school district shall be reviewed every two years by the governing board to ensure that each such program does all of the following:

   (1) Meets a documented labor market demand.

   (2) Does not represent unnecessary duplication of other manpower training programs in the area.

   (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

b. Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

c. The review process required by this section shall include the review and comments by local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which reviews and comments shall occur prior to any decision by the appropriate governing body. (EC §§52520, 52302.3)

102.8 NURSE TRAINING--Nursing training programs or other medical career training programs approved by the local governing board may be maintained at hospitals or other medical facilities within or without the district for the purposes of providing hospital training for students in such a training program. (EC §5230)

102.9 CATEGORIES OF APPROVABLE COURSES--All classes and courses for which state reimbursement is claimed must be classified according to the definition and criteria of one of the following categories:

(a) Adult programs in parenting.

(b) Adult programs in elementary and secondary basic skills and other courses and classes required for the high school diploma.

(c) Adult education programs in English as a second language.

(d) Adult education programs in citizenship for immigrants.

(e) Adult education programs for substantially handicapped persons.

(f) Adult short-term vocational programs with high employment potential.

(g) Adult programs for older adults.

(h) Adult education programs for apprentices.

(i) Adult programs in home economics.

(j) Adult programs in health and safety education.

(EC §41976)

Rev. APRIL 1986

SECTION: PROGRAM AND COURSE APPROVAL 100

SUBJECT: COURSE OUTLINES 104

SUMMARY

A course outline clearly reflects the essential intent and content of the course described. Acceptable course outlines have six components. (EC §52506)

104.1 GOALS OR PURPOSES--The educational goals or purposes of every course are clearly stated and the class periods are devoted to instruction. The course should be broad enough in scope and should have sufficient educational worth to justify the expenditure of public funds.

104.2 PERFORMANCE OBJECTIVES--Objectives should be delineated and described in terms of measurable student outcomes and include the possible ways in which they contribute to the student's acquisition of skills and competencies.

104.3 INSTRUCTIONAL STRATEGIES--Instructional techniques or methods could include laboratory techniques, lecture method, small group discussion, grouping plans, and such other types of strategies used in the classroom.

104.4 TIMES OF INSTRUCTION--The approximate time devoted to each instructional unit within the course as well as the total hours for the course are indicated. The time in class is consistent with the needs of the student, and the length of the class should be such as to ensure that the student will learn at an optimum level.

104.5 EVALUATION--The evaluation describes measurable evaluation criteria clearly within the reach of the student. The evaluation indicates anticipated improvement in performances as well as anticipated skills and competencies to be achieved.

104.6 REPETITION--After a student has completed all the objectives of the course, he should not be allowed to re-enroll in the course. There is, therefore, a need for a statement as to the conditions for possible repetition of a course to prevent perpetuation of students in a particular program for an indefinite period of time.

104.7 COURSE OUTLINES FILE--Course outlines in all subjects shall be on file available for review.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: ADULT PROGRAMS IN PARENTING 201

SUMMARY

Adult programs in parenting, including parent cooperative preschools, classes in child growth and development and parent/child relationships, and classes in parenting, consist of courses organized to provide parents, prospective parents, and/or individuals assuming parental roles with the appropriate skills and attitudes in promoting healthy development of their children in enhancing the quality of family relationships.

Instruction shall be designed to develop the following in parent models.

201.1 PRE- AND POSTNATAL DEVELOPMENT--An understanding and knowledge of pre- and postnatal developmental patterns and characteristics of children.

201.2 PARENTAL ROLES--An awareness and appreciation of parental roles.

201.3 NURTURANCE AND SUPPORT OF CHILDREN--Those skills, attitudes, and understandings related to the nurturance and support of children.

201.4 RELATIONSHIPS BETWEEN PARENTS AND CHILDREN--A capability of establishing and maintaining positive relationships between parents and children.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: ADULT PROGRAMS IN ELEMENTARY AND SECONDARY BASIC SKILLS 202

SUMMARY

Adult programs in elementary and secondary basic skills consist of courses in mathematics, reading, history, science, government, language arts, and other courses and classes approved for high school diploma.

202.1 INSTRUCTION--Instruction shall be designed to provide elementary basic skills or secondary basic skills through the high school diploma for the adult learner in mathematics, reading, history, science, government, language arts, or shall be designed for other courses or electives approved for high school credit.

202.2 APPORTIONMENT--Apportionments for the courses and classes may be generated only by students who do not possess a high school diploma, except for remedial academic language arts.

202.3 HIGH SCHOOL GRADUATION REQUIREMENTS--Commencing with the 1986-87 year, no pupil shall receive a diploma of graduation from high school who, while in grades nine through twelve, has not completed all of the following: at least the following numbers of courses in the subjects specified, each course having a duration one year: one course in visual or performing arts or foreign language; three courses in English; two courses in mathematics; two courses in science, including biological and physical sciences; three courses in social studies, including United States history and geography, world history, culture, and geography, and American government, civics, and economics; two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code; and such other coursework as the governing board of the school district may by rule specify. (EC §51225.3a)

The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for students to complete the prescribed course of study which may include practical demonstration of the skills and competencies, supervised work experience or other outside school experience, interdisciplinary study, independent study, and credit earned at a postsecondary institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public. (EC §51225.3b)

Commencing with the 1988-89 school year, no pupil shall receive a diploma of graduation from high school who, while in grades 9 through 12, has not completed all of the following:

202.3 (Continued)

At least the following numbers of courses in the subjects specified, each course having a duration of one year, unless otherwise specified, three courses in English, two courses in mathematics, two courses in science, including biological and physical sciences, three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics, and a one-semester course in economics, one course in visual or performing arts or foreign language, two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code, and such other coursework as the governing board of the school district may by rule specify. (EC §51225.3a)

The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for students to complete the prescribed course of study which may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, interdisciplinary study, independent study, and credit earned at a postsecondard institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public. (EC §51225.3b)

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: ENGLISH AS A SECOND LANGUAGE 203

SUMMARY

English-as-a-Second-Language programs are designed to teach listening, speaking, reading, and writing English to non-English and limited-English-speaking adults.

203.1 DESIGN OF INSTRUCTION--Instruction is designed to increase the student's ability to listen, speak, read, and write the English language.

203.2 ORGANIZATION OF INSTRUCTION--Instruction is organized for non-English-speaking and limited-English-speaking adults.

Rev. APRIL 1985

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: CITIZENSHIP 204

SUMMARY

Citizenship programs are designed to prepare immigrants to meet the requirements for naturalization and full U.S. citizenship.

204.1 PROGRAM DESIGN--Programs shall be designed for and attended by persons who do not possess full citizenship status.

204.2 PROGRAM CRITERIA--Programs shall be designed to include those criteria mandated by Education Code Sections 52552 and 52555.

204.3 CITIZENSHIP COURSE OF STUDY--This course of study will consist of the teaching of U.S. History, state and community civics, and the Constitution of the United States, with special reference to those sections in the Constitution which relate directly to the duties, privileges, and rights of the individual, and such allied subjects, including English for foreigners, or activities as will properly prepare the applicants to understand and assume the responsibilities of citizenship. (EC §52555)

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: HANDICAPPED PROGRAM 205

SUMMARY

Adult education programs for substantially handicapped persons consist of learning activities in self-care, receptive or expressive language, mobility, self-direction, independent living skills, or economic self-sufficiency.

205.1 POPULATION DEFINITION--Substantially handicapped persons are those who have handicaps which are likely to continue indefinitely or for a prolonged period, and whose handicap results in substantial functional limitations in: self-care, receptive or expressive language, learning, mobility, self-direction, capacity for independent living, or economic self-sufficiency.

205.2 LOCATIONS OF ACTIVITIES--The program activities shall be maintained in schools, sheltered workshops, work activity centers, activity centers, state hospitals, convalescent hospitals, and other institutional settings.

205.3 INSTRUCTION FOR SUBSTANTIALLY HANDICAPPED--Instruction shall meet the needs of the substantially handicapped persons with learning objectives based on needs assessment, instructional time lines, and evaluation standards.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: SHORT-TERM VOCATIONAL PROGRAMS WITH HIGH EMPLOYMENT POTENTIAL 206

SUMMARY

Adult programs in vocational education consist of organized educational programs directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.

206.1 ESTABLISHMENT--The course shall be established to meet relevant employment needs commensurate with local job analyses. (EC §52519)

206.2 INSTRUCTION LENGTH AND SCOPE--Instruction shall be of sufficient length and scope to meet requirements for specific job proficiencies and competencies or licensure.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: PROGRAMS IN HOME ECONOMICS 207

SUMMARY

Home economics is an articulated sequence of courses and classes that prepare individuals for entry and/or advanced training in home occupational areas. Courses and classes may also be designed to help individuals and families meet the challenges of daily living and develop the resources for life-long growth.

207.1 INSTRUCTION IN HOME ECONOMICS--Instruction shall be designed to help individuals in such occupations as food service worker, nursery school assistant, homemaker's assistant, home health aide, clothier alterations specialist, and other occupations in fields related to home economics. Instruction may also be designed to help individuals understand finances, resources and services, child development, family relations, housing and home furnishings, food nutrition, and clothing and textiles.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: HEALTH AND SAFETY 208

SUMMARY

Instruction in health and safety shall be related to measures to both prolong life and add to the quality of living. Courses in health and safety emphasize the positive aspects of maintaining physical, mental, and emotional well being.

208.1 INSTRUCTION IN HEALTH AND SAFETY--Programs in health and safety include courses in program areas such as personal health, family health, nutrition, mental-emotional health, use and misuse of substances, diseases and disorders, consumer health, accident prevention and emergency health services, community health, and environmental health. Additional appropriate courses such as abuse of harmful substances and suicide prevention may be drawn from the standards of the Health Instruction Framework for California Public Schools.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: PROGRAMS FOR OLDER ADULTS 209

SUMMARY

Programs for older adults are designed to offer lifelong education that will provide opportunities for personal growth and development, community involvement, survival skills needed for self-maintenance and economic self-sufficiency.

209.1 DEFINITION--Older adults are defined by the local governing board.

209.2 PROGRAM DESIGN--Programs for older adults are designed for and primarily attended by older adults.

209.3 CONTENT--Content of course offerings includes, but is not limited to, understanding the aging process; the role nutrition and exercise in maintaining good health; applying principles of sound consumerism and financial management; building positive relationships and support systems; developing competencies, skills, and interests that assist in enhancing the quality of life.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: FEDERAL ADULT BASIC EDUCATION ACT (P.L. 91-230, as amended) 210

SUMMARY

This act provides supplemental funds to eligible applicant agencies for instruction in adult basic education and English as a Second Language.

210.1 APPLICANT AGENCY--Section 306 supplemental grants provided through the State Education Agency may be carried out by public or private agencies, organizations, and institutions. Such applicant agency shall be the primary provider of the basic education and/or ESL classes for which supplemental funding is requested. Private, for-profit agencies awarded grants shall enter into a contract with the State Department of Education through the procedures described by its contracts office. Statewide agencies or organizations shall be allowed only one application. No agency levying any kind of fee, tuition, or charge to the students will be an eligible applicant.

210.2 ADULT--Any individual, 16 years of age or who is beyond the age of compulsory school attendance under state law and who is not concurrently enrolled in a comprehensive high school or a compulsory education program.

210.3 ENGLISH AS A SECOND LANGUAGE--Education for adults whose inability to speak, read, or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability or to function in society.

210.4 ADULT BASIC EDUCATION CLASSES--Classes for adults who have not completed a secondary education or its equivalent and which have as the primary objective the teaching of basic literacy skills as described in a course of study adopted by the agency's governing board and approved by the Adult Education Program Services Unit of the California State Department of Education. Such classes are required to meet for a minimum of four hours per week. Each course of study shall describe skills taught and how those skills will be integrated into a competency-based adult education program.

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: NURSING HOMES AND CONVALESCENT HOSPITALS 211

SUMMARY

Classes in nursing homes and convalescent hospitals must meet the same criteria for approval as other adult classes.

211.1 CONDITIONS FOR APPROVAL--Apportionment can be claimed only for those students in attendance in a designated classroom. (EC §52506)

211.2 AGREEMENT WITH NURSING HOMES AND CONVALESCENT HOSPITALS--When classes are offered in such facilities, an agreement must exist between the school districts and the nursing home or the convalescent hospital. The agreement must include the commitments and the responsibilities of each party. (EC §52506)

211.3 CLASSES IN A NURSING PROGRAM: INSURANCE--The governing board of any district offering a nursing program or related program in the healing arts, either in regular graded classes or in classes for adults, may maintain classes in such a program at hospitals located within or without the district for the purpose of providing the hospital training for students in such classes. The governing board may purchase liability insurance for the students with district funds. (EC §52530)

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: CLASSES FOR HANDICAPPED ADULTS 212

SUMMARY

Separate courses for handicapped adults may be offered when the nature or the severity of their handicaps is such that education in regular classes with the use of related services, such as supplementary aids, cannot be achieved satisfactorily. Classes for handicapped adults are for the purposes of providing instruction in civic, vocational, literacy, homemaking, technical education, and general education. (EC §52570)

212.1 CRITERIA FOR APPROVAL--All classes or courses for handicapped adults must meet the approval criteria required of other classes or courses in adult education to be eligible for apportionment purposes. However, classes established for handicapped adults are not subject to the "open to the public" requirement. (EC §§52517, 52570)

212.2 LIMITED PARTICIPATION--Classes for adults designed and established to serve the needs of handicapped adults may be limited to only the handicapped at the discretion of the local governing board. (EC §52570)

212.3 ASSESSMENT AND EVALUATION OF STUDENTS--The organization of special classes for handicapped adults includes activities to ensure that each individual's capacity for learning and progress has been assessed before entering into such a program. Once enrolled, students must be regularly evaluated to assure that they are progressing toward the goals established for them. Continued enrollment must be based upon evidence of their ability to attain educational goals. (EC §52506)

212.4 DEFINITION OF HANDICAPPED INDIVIDUALS--Substantially handicapped persons are those who have handicaps which are likely to continue indefinitely or for a prolonged period, and whose handicap results in substantial functional limitations in: self-care, receptive or expressive language, learning, mobility, self-direction, capacity for independent living, or economic self-sufficiency. (Del Buono, 8-8-79)

212.5 PROGRAMS BY COUNTIES--The county superintendent may conduct programs partially funded by an annual allocation from the General Fund. These funds are allocated on a competitive basis to those counties which have limited or no programs for handicapped adults available through the adult education offerings in their counties. (EC §52570)

212.6 SHELTERED WORKSHOPS--Work experience education is not permissible for apportionment in any adult education program. Special classes for handicapped adults may be conducted under the direction of the governing board of the school district in workshop and training facilities provided by nonprofit organizations, or in public school facilities. (EC §52506)

212.7 SET-ASIDE FUNDS--Each school district which conducted adult education programs for substantially handicapped adults in 1979-80 shall set aside an amount of money from its adult education block entitlement equal to its current fiscal year revenue limit times the average daily attendance generated in programs for the handicapped in fiscal year 1979-80 times 1.02, subject to conditions of this section. (EC §52616(d))

212.8 USE OF FUNDS--All funds set aside shall be used exclusively for those classes for substantially handicapped adults. (EC §52616)

212.9 WAIVER--These conditions may be waived by the Superintendent of Public Instruction upon certification from the school district that the local demand for the program is less than the required level of service. (EC §52616(d)(3))

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: COMMUNITY SERVICE CLASSES 213

SUMMARY

The governing board of any school district maintaining secondary schools is authorized without the approval of the State Department of Education to establish and maintain community service classes. Such classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civil development of the individuals or groups enrolled therein. (EC §51810)

213.1 CURRICULUM--School districts may establish and maintain such classes in civic, vocational, literacy, health, homemaking, technical, and general education, including, but not limited to, classes in music, drama, art, handicraft, science, literature, nature study, aquatic sports, and athletics. (EC §51810)

213.2 ENROLLEES--All persons who can profit from community service classes may enroll in such classes. (EC §51811)

213.3 SCHEDULING--Class may be held for such length of time during the school year as may be determined by the governing board of the school district. (EC §51812)

213.4 FEES--The governing board may charge fees not to exceed the cost of maintaining the classes. Remuneration may be made through contract, or funds may be obtained through the contributions or donations of individuals or groups. (EC §51815)

213.5 CERTIFICATES--The governing board shall have the authority to grant certificates or other recognition of skill and accomplishment in such classes. (EC §51813)

213.6 ANNOUNCEMENTS--Announcements or news about these classes should show clearly that they are not regularly supported state-financed offerings. (EC §52506)

213.7 APPORTIONMENT--Attendance in such classes is not reported to the Department of Education for apportionment purposes. No apportionment from state funds shall be made to establish or maintain such (community service) classes. (EC §51814)

213.8 TRAFFIC VIOLATOR CLASSES--Such classes are licensed and regulated by the Department of Motor Vehicles which is required to enforce standards. State apportionment is prohibited for attendance in these classes. (Vehicle Code 42005.5)

Rev. APRIL 1986

SECTION: COURSE PURPOSE AND STRUCTURE 200

SUBJECT: APPRENTICESHIP PROGRAM 214

SUMMARY

An apprenticeship program provides an opportunity for learning all the basic skills and knowledge required in an occupation provided to youth employed primarily for that purpose, supplemented by necessary related and supplemental instruction.

214.1 RELATED AND SUPPLEMENTAL INSTRUCTION--Instruction for apprentices through classroom instruction, correspondence courses, self-study, or other means approved by state and local educational agencies pursuant to Section 3078(d) of the California Labor Code. (Cal. Administrative Code, Title 8, Chapter 2, Section 236)

214.2 LOCAL EDUCATIONAL AGENCY (LEA)--Any public education agency designated or authorized by the Chancellor's Office of the California Community Colleges or the State Department of Education to provide related and supplemental instruction for apprentices. Such agency shall be referred to as LEA. (Cal. Administrative Code, Title 8, Chapter 2, Section 236)

214.3 INSTRUCTORS--For secondary-level adult schools/ROP/C's, instructors of apprenticeship classes must be employees of the school district. The instructor may not be on the payroll of the JAC. JACs may not be approved as private postsecondary schools.

214.4 DEFINITIONS--An "apprenticeable occupation" is one which requires independent judgment in the application of manual, mechanical, or technical skills and is best learned through an organized system of on-the-job training together with related and supplemental instruction. (Cal. Administrative Code, Title 8, Chapter 2, Section 205)

214.5 REPORTING ATTENDANCE--Attendance in apprenticeship classes is reported in hours on J-19 P-1, P-2, and annual.

Rev. APRIL 1986

SECTION: PERSONNEL ADMINISTRATION 300

SUBJECT: EMPLOYMENT OF TEACHERS 301

SUMMARY

Adult education programs employ, in the main, hourly rate teachers. This section refers to such teachers and all others in positions requiring certification regardless of district classification status.

301.1 TENURE--Once a teacher of classes for adults serves the required probationary time to be eligible for election to permanent status, tenure is for the average weekly hours of service served during the probationary years. (EC §44887)

301.2 MINIMUM SERVICE TIME FOR PROBATIONARY STATUS--To earn probationary status, an employee must meet the following conditions:

1. Notwithstanding any other provision to the contrary, any person assigned more than 60 percent of the hours per week considered to be a full-time assignment for permanent employees having comparable duties. (EC §44887)

2. Be employed in such an assignment at least 75 percent of the days the adult school is in session. (EC §44908)

301.3 EXTRA ASSIGNMENTS--Any assignments in addition to a full-time assignment may be terminated at any time. (EC §44923)

301.4 TEMPORARY STATUS--Any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a position requiring certification qualifications, be classified by the governing board as a probationary employee and the previous year's employment as a temporary employee shall be deemed one year's employment as a probationary employee for the purposes of acquiring permanent status. (EC §44917)

Rev. APRIL 1986

SECTION: PERSONNEL ADMINISTRATION 300

SUBJECT: LEAVE OF ABSENCE 302

SUMMARY

The following constitute state-mandated minimum standards and may be exceeded by action of a district board of governors.

302.1 PERSONS EMPLOYED FIVE DAYS A WEEK--All such persons employed in positions requiring certification are entitled to ten days leave of absence for illness or injury. Additional days may be granted by the governing board exclusive of all days when service to the district is not required. (EC §44978)

302.2 TRANSFER OF ACCUMULATED LEAVE--Accumulated leave of absence for illness or injury accrued by a certificated employee of a district is transferred in full when the employee terminates one position requiring certification and accepts another. (EC §§44979, 44982)

302.3 PART-TIME EMPLOYEES--Such persons paid on an hourly basis are entitled to an amount of annual leave which is twice the number of hours of service per week assigned. (EC §44978)

302.4 PAY FOR LEAVE OF ABSENCE--Pay for any day of such absence is the same as the pay which would have been received had the employee worked. (EC §44978)

302.5 AVAILABILITY OF LEAVE TIME--(EC §44978)

1. Credit for leave of absence for illness or injury need not be accrued prior to taking such leave by an employee.

2. Leave of absence for illness or injury may be taken at any time during the school year.

302.6 ACCUMULATION OF LEAVE TIME--Unused leave of absence for illness or injury is accumulated from year to year along with such days as the governing board may allow. (EC §44978)

302.7 PERSONAL NECESSITY--An employee may elect to use days of leave of absence for illness or injury for personal necessity. Such use is not to exceed six days per year. Regulations requiring and prescribing the manner of proof of personal necessity are provided by the governing board of the district. (EC §44981)

302.8 LEAVE OF ABSENCE FOR DEATH, ILLNESS, OR ACCIDENT OF MEMBER OF IMMEDIATE FAMILY--Any person employed in a position requiring certification is entitled to a leave for any one of these reasons without securing advance permission. (EC §44985)

Rev. APRIL 1986

SECTION: BUDGET AND ADULT EDUCATION FINANCE 400

SUBJECT: ADULT EDUCATION INCOME 401

SUMMARY

Adult education income is derived primarily from local, state, and federal sources. Under certain conditions, fees may also be used to supplement income.

401.1 FEDERAL FUNDS--Adult education programs may derive income in addition to those provided by state and local sources by participating in any of the following major federally funded programs: JTPA, Work Incentive Program, Adult Basic Education (ABE), Vocational Education Act (VEA), and Vocational Rehabilitation.

401.2 FEES--The total of fees required plus revenues derived from a.d.a. (local and state funds combined) must not exceed the estimated cost of all such classes maintained. Fees are not counted as part of the revenue limit income, but are considered income to the adult education program in the general funds of the district. It is not proper to build up adult education program reserves with fees. (EC §52612; Del Buono, 8-25-76)

401.3 NO CHARGE FOR CERTAIN CLASSES--Adults not concurrently enrolled in a regular high school may not be charged for classes in English as a Second Language (ESL), citizenship, elementary subjects, or high school credit classes provided the student does not have a high school diploma. (EC §52612)

401.4 SALE TO PUPILS OF MATERIALS--The regulations of the governing board may provide for the sale of materials purchased from the incidental expense account to pupils in classes for adults for use in connection with such classes. The proceeds of all such sales shall be deposited in the account and shall be available for the purposes of the account. (EC §52615)

401.5 CALCULATING A.D.A.--A day of attendance in an adult school is 180 minutes or three hours. One hundred seventy-five three-hour days equal an a.d.a. unit by which adult education programs and schools are measured. (EC §§46190, 46350)

401.6 BUDGET RESERVES--Adult school budgets may allow up to 10 percent undistributed reserve, plus a 5 percent contingency fund.

401.7 INCOME FROM CONCURRENTLY ENROLLED STUDENTS--All concurrently enrolled high school students in an adult program generate the high school or unified school district revenue limit.

401.8 CHARGES FOR BOOKS IN ADULT CLASSES--The district board of each high school district may fix a charge not to exceed the cost of the books to the high school district for books furnished pupils in classes for adults. In lieu of fixing such charge, the board may lend books to such pupils and require the making of deposits by the pupils, the amount of deposit made by a pupil to be refunded to him upon the return by him of the books lent him in good condition, reasonable wear and tear excepted. (EC §60410, Memo: Lieberman, 6-22-79)

401.9 JOINT PROGRAMS: ROC/P AND ADULT EDUCATION--Regional occupational centers and programs may jointly establish, operate, and share the enrollments and cost of vocational education instruction with adult education programs offered by school districts serving the same geographic area. Such programs shall be approved by the State Board of Education and the county superintendent of schools and shall be subject to guidelines established by the Superintendent of Public Instruction. Such programs shall also be funded at the adult revenue limit amount pursuant to Section 42232. (EC §52302.9)

401.10 TRANSFER OF SPECIAL OR RESTRICTED FUND MONIES--The governing board of any school district may direct that money held in any fund or account may be temporarily transferred from one or more of these accounts or funds to another fund of the district used for the payment of obligations of the district. (EC §42603)

401.11 ADULT EDUCATION EXPENDITURES--Except as provided in Section 43001, no revenue derived from the average daily attendance of adult education programs shall be expended for other than adult education purposes. Nor shall revenue derived from other average daily attendance be expended for adult education purposes. (EC §52501.5)

401.12 BLOCK ENTITLEMENT (6 percent)--For the 1984-85 fiscal year and each fiscal year thereafter, each district's adult revenue limit per unit of average daily attendance for the prior fiscal year shall be increased by an amount equal to 6 percent of the prior year's statewide average adult revenue limit per unit of average daily attendance provided that no such revenue limit per unit of a.d.a. shall be less than 1.06 times the prior fiscal year's statewide average adult revenue limit per unit of average daily attendance. (EC §52616)

Rev. APRIL 1986

SECTION: BUDGET AND ADULT EDUCATION FINANCE 400

SUBJECT: BUDGET, ACCOUNTING, AND OTHER TERMINOLOGY DEFINED 402

402.1 ABATEMENT--The return of part or all of an item of income or expenditure to its source during the current fiscal year.

402.2 APPORTIONMENT--Allocation of state or federal aid, district taxes, or other monies among school districts or other governmental units.

402.3 ASSESSED VALUATION--Value placed upon personal and real property by a governmental unit for taxation purposes.

402.4 AVERAGE DAILY ATTENDANCE (A.D.A.)--The basic unit for computing the income produced by full-time equivalent student attendance (525 hours of attendance equals one a.d.a.).

402.5 ADULT EDUCATION FUND--A fund established by the governing board of a district which operates an adult education program for the purpose of recording income and expenditures for adult education programs.

402.6 COMPUTATIONAL TAX--Is an amount of money set by the Legislature as a part of the equalization aid formula; $1 per $100 of assessed valuation.

402.7 DIRECT COST PRORATIONS--These are assignment or distribution of costs to programs in proportion to the benefits such expenditures provide in accordance with a formula or other equitable procedure. Two kinds of direct costs require proration: those charged to a holding program for subsequent reallocation, and those split between two or more programs at the time of initial recording of the costs.

402.8 DIRECT COSTS--Direct costs are those expenses that can be separately identified and charged as a part of the cost of the program. Direct costs for adult education programs are those expenditures incurred to conduct the program in the classroom or at its location. Some examples of such expenditures are the teachers' salaries, the instructional aides' salaries, the employee benefits for the teachers and the aides, the books and supplies used in the classroom or location for the instruction of the students, equipment replacement for the program used and housed in the classroom or location, contracted services used directly for the instruction of the pupils, and capital outlay purchased exclusively for the program and used and housed in the classroom or at the location of the instruction.

402.9 DIRECT SUPPORT CHARGES--Direct support charges are those charges for a support program and services that directly benefit other programs. Such direct support charges constitute a reallocation of portions of the direct costs accumulated in support programs for services rendered directly to other programs. An example of a direct support charge would be a fee paid to a principal, supervisor, or office clerk rendering services to the adult education program.

402.10 DISTRICT AID--Is the local secured property tax money in relation to foundation program.

402.11 INDIRECT SUPPORT CHARGES--Indirect support charges are routine services not performed as a special service for a particular program, but allocated to using programs. The district has the option of charging all of its support program costs to its instructional program. Those costs of support remaining after direct support charges have been transferred are considered indirect costs of the instructional program.

402.12 J-41--The annual financial and budget report for Adult Education.

402.13 PROGRAM--A group of related activities consisting of a unique combination of objects that operate together to accomplish common ends.

402.14 PROGRAM ACCOUNTING--A system of accounting in which records are maintained to accumulate income and expenditure data by program.

402.15 PROGRAM COSTS--Costs incurred and allocated by programs rather than by organizations. Program costs should be those direct costs that are essential to maintain the program.

402.16 REVENUE LIMIT--Is the amount of revenue per a.d.a. which a school district may spend without a vote of the electorate.

402.17 SECURED TAX REQUIRED--Is the actual tax requirement to provide local secured property tax income to an individual district.

402.18 TUITION--An amount charged for educational services provided to a student.

402.19 CAP--Limit put on each adult program's annual a.d.a. by the Legislature after the passage of Proposition 13 and generally adjusted for growth each year by legislation.

402.20 I-20--A certificate of eligibility for nonimmigrant (F-1) Student Status for academic and language students.

INDEX

Abatement	402.1
a.d.a., Positive Attendance	005.1
Calculating	401.5, 402.4
Admission of Adults and Minors	003.11
Adult Basic Education, Federal Act	210
Classes	210.4
Adult Education Fund	402.5
Adult, Definition of	003.2
	210.2
	005.11
Adult Education Income	401
Expenditures	401.11
Block Entitlement (6%)	401.12
Applicant Agency (306)	210.1
Apportionment	402.2
Preschool, K thru 6	003.3
Community Services Classes	213.7
Concurrently Enrolled	401.7
For Approved Courses	003.28
Jail Programs	004.1
Apprenticeship Program	214
Related/Supplemental Instruction	214.1
LEA	214.2
Instructors	214.3
Definitions	214.4
Reporting Attendance	214.5

Approval, Criteria for	102
Nursing Homes and Convalescent Hospitals	211.1
Handicapped Classes	212.1
Form A-22, Revised "Adult Ed Program Approval Request"	003.25-1
Jail Programs	004.2
for Apportionment	102
by Department of Education	003.28, 001.2-2
Categories of Courses	102.9
Assessed Valuation	402.3
Attendance Accounting, Positive	005.1
and Enrollment	003.12
Recorded in Hours	005.2
Absences	005.1
Not Included	005.3
Study Trips	005.4
Immediate Supervision	005.6
15 Hours/Week	005.7
Regularly Enrolled	005.9
Apprentices	005.10
Reports: P-1, P-2	005.12
Primarily by Adults, Summary	005
Private School Students	005.8
A-22 Revised "Adult Education Program Approval Request"	003.25-1
A-42 "Updated Information for the Adult Education Directory"	003.25-3
A-41 (CBEDS) "California Basic Education Data System"	003.25-2
Authorized Subjects	102.9

Basic Skills, Programs in	202
Criteria	202.1,2
Books, Charges for	401.8
Budget Reserves	401.6
California Basic Educational Data Systems (CBEDS)	003.25-2
CAP	402.19
Categories of Approvable Courses	102.9
Charges for Books	401.8
Citizenship	204
Criteria	204.1,2
Citizenship Course of Study	204.3
Mandated	003.9
COLA (6%)	401.12
Community Services Classes	213
Curriculum	213.1
Enrollees	213.2
Scheduling	213.3
Fees	213.4
Certificates	213.5
Announcements	213.6
Apportionment	213.7
Attendance Reporting	213.7
Compensation, Courses not Approved	102.2-4
Computational Tax	402.6
Concurrently enrolled	003.3
Field Act	003.6
Income	401.7

Contractors with Private Schools	003.19
Approval	003.20
Application for	003.21
Course Approval	102
Courses Not Approved for Apportionment	102.2
Recreational Physical Education	102.2-1
Therapeutic Purposes	102.2-2
Indoctrinational	102.2-3
District Receives Compensation	102.2-4
Work Experience	102.2-5
Course Outlines	104
Goals and Purposes	104.1
Performance Objectives	104.2
Instructional Strategies	104.3
Times of Instruction	104.4
Evaluation	104.5
Repetition	104.6
On File	104.7
Course Titles	102.1-5
Classes for Handicapped Adults	212
Criteria for Approval	212.1
Limited Participation	212.2
Assessment and Evaluation	212.3
Definition of Individuals	212.4
Programs by Counties	212.5
Sheltered Workshops	212.6
Classes Sponsored by Organizations	003.4

Credential, Teaching	
Community Service	003.15
Full-time/Part-time	003.24
Designated Subjects	003.23
Valid	005.6, 003.22
Curriculum, Course Content	003 Summary
Dancing	102.2-1
Department of Education Standards	003.34
Department of Motor Vehicles	213.8
Designated Subjects Credential	003.23
Direct Cost	402.8
Prorations	402.7
Direct Support Charges	402.9
District Aid	402.10
Employment of Teachers	301
Tenure	301.1
Probationary Status	301.2
Extra Assignments	301.3
Temporary Status	301.4
English as a Second Language	203
Criteria	203.1,2
Federal Act	210.3
Establishing a Separate Adult School	001.1, 001.2-1
Expenditures, Adult School	401.11
Facilities Clearly Identified	003.29, 102.1-1
Federal Adult Basic Education Act	210

Federal Funds	401.1
Fees	401.2
Community Services Classes	213.4
For Materials and Supplies	401.4
No Charges for Certain Classes	401.3
For Program Reserves	401.2
Fees Plus a.d.a.	401.2
Field Act	003.6
Fifty-One Percent Rule	003.12
File of Courses	003.33
First Aide Classes	102.5
Forms	003.25
A-22 Revised "Adult Education Approval Request"	003.25-1
CBEDS "California Basic Education Data System"	003.25-2
A-42 "Updated Information for the Adult Education Directory"	003.25-3
J-19A "Final Report of Adult Education Average Daily Attendance"	003.25-4
J-41 "Annual Financial and Budget Report"	402.12
A-40 "California Basic Education Data System"	003.25-3
Funds Generated in Adult Education	401.11
Games, Recreational	102.2-1
GED Eligible	003.18
Handicapped, Program	205
Population Definition	205.1
Locations	205.2
Instruction	205.3

Classes for Handicapped	212
Waiver	212.9
Health and Safety, Programs in	208
Criterion	208.1
High School Diploma, Responsibility for	003.27
Graduation Requirements	202.3
Home Economics, Programs in	207
Criterion	207.1
Hours/Days, Classes Conducted	003.1, 001.4-2
Independent Studies	202.3
Indoctrinational Courses	102.2-3
Indirect Support Charges	402.11
I-20	402.20
Jail Programs	004
Claim Form	004.3
Day of Attendance	004.4
Classes Established by Counties	004.5
State Aid	004.6
Diplomas, Certificates	004.7
J-19A	003.25-4
J-41	402.12
Job Market Survey	102.6
Joint Apprenticeship Council	214.3
Joint Programs: ROC/P and Adult	401.9
JTPA	401.1
Leaves of Absence	302

Persons Employed Five Days a Week	302.1
Transfer of Accumulated Leave	302.2
Part-time Employees	302.3
Pay for Leave of Absence	302.4
Availability of Leave time	302.5
Accumulated Leave Time	302.6
Personal Necessity	302.7
Absence for Death, Illness, or Accident of Family Member	302.8
Limited Participation, Handicapped	212.2
Mandated Classes, English	003.8
Citizenship	003.9
Penalty for Failing to Establish	003.9-1
Minimum Number of Days, Separate Adult School	001.4-1
Classes Attached to High School	002.4-1
Minors, Admission of	003.11
K-6	003.3
No Charges for Certain Classes	401.3
Numerical Entries	005.5
Nurse Training	102.8
Nursing Homes and Convalescent Hospitals	211
Conditions for Approval	211.1
Agreements with	211.2
Insurance	211.3
Older Adults, Programs for	209
Definition	209.1
Program Design	209.2
Content	209.3
Open to the Public, Exceptions	102.1-2, 212.1

Out-of-District Classes	003.16
Exceptions	003.17
P-1	005.12
P-2	005.12
Parenting, Programs in	201
Criteria	201.1,2,3,4
Penalty, Failing to Establish Classes	003.9-1
Permanent Records	003.13
Positive Attendance Accounting	005.1
Powers of Governing Board	003.31
Preparation of Courses	003.32
Preschool and K-6, Apportionment	003.3
Private Industry Council	102.7(c)
Probationary Status	301.2
Program Approval	102.3
Fee-supported Classes	102.4
Jails	004.2
Program Areas, Attended by Adults	005
Program	402.13
Accounting	402.14
Costs	402.15
Separate Adult School Classes	001 Summary
Attached to High School	002 Summary
Records and Reports	003.10
Records, Retention of	003.14
Permanent	003.13

Recreational Physical Education	102.2-1
Repetitive Practices	102.1-5, 102.1-4
Requirements	
Separate Adult School	001.2
Classes Attached to High School	002.2, 002.4
Establishing	002.1
Responsibility for Programs	003.26
Revenue Limit	402.16
Sale of Materials	401.4
School Holidays	003.30
Secured Tax Required	402.17
Separate Adult School	001
Establishing	001.1
Requirements	001.2
Minimal Time Assignments (Administrative Ratios)	001.3
Operations	001.4
Minimum Teaching Days	001.4-1
Program Size	001.2-1
Set-aside Funds, Handicapped	212.7
Sheltered Workshops	212.6
Summer Classes for Adults	003.7
Temporary Status, Employment	301.4
Tenure	301.1
Therapy, Courses	102.2-2
Time Assignments	
Separate Adult School	001.3
Classes Attached to High School	002.3

Time Devoted to Instruction	102.1-4, 102.1-3
Traffic Violator Classes	213.8
Transfer of Special Funds	401.10
Tuition	402.18
Use of Funds, handicapped	212.8
VE-50 "Standard Agreement for Vocational Education"	003.21
Vocational Classes, Establishing	102.6
Review of	102.7
Termination	102.7
Job Market Survey	102.6
Unnecessary Duplication	102.7(2)
Programs	206
Criteria	206.1,2
Volunteer Training Programs	003.5
Waiver, Handicapped	212.9
Work Experience	102.2-5

85-64 CR813118 4-86 1,200

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